

The
Dental Assistant



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CONTENTS

"Officers of American Dental Association".....	<i>Inside Front Cover</i>
"The Management of a Child in the Dental Office"— <i>Natalie E. McDonald</i>	74-77
"Highlights of Letter Writing"— <i>Lou Evie Lawson</i>	78-79
"Dentistry and the American Dental Assistants Association" <i>L. Lawrence Bosworth</i>	80-83
"Sterilization of Instruments".....	84
"Question Box".....	85
"Editorial Department".....	86-87
"Secretary's Corner"— <i>Lucille S. Hodge</i>	88-89
"This and That"— <i>Ethel Whitenton</i>	90-91
"Kansas State Dental Assistants Association".....	92
"Calendar of Meetings"— <i>Vincent C. Sherman</i>	93
"Professional Inventory"	94

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THE MANAGEMENT OF A CHILD IN THE DENTAL OFFICE

By NATALIE E. McDONALD, D.D.S., Englewood, N. J.

(Given before the Bergen Co. D. A. Assn., April 12, 1935, Meeting)

THE most important step in the management of the child in the dental office is the education of the parent. Often this must be undertaken before the child has been met. *Fear*—a very primitive and strong reaction plays a decided role in the relationship of patient and dentist. Fear of a dentist and his operations is instilled into the mind of a child by parents, friends, and taunting older children. Well-meaning parents many times do not realize the damage they are doing when they threaten the child with the dentist—as a punishment for neglecting routine care of the mouth. They also are apt to sigh while casually mentioning the making of a dental appointment. The natural reaction of the child is to question such behavior, if not out loud, to himself. The result, of course, is a big black cloud which is associated with the words "dentist," or "dental office." In such cases, the dentist is at a disadvantage before he has had an opportunity to meet the child patient and thus redeem himself and his profession. Thus, when a fond mother speaks of her three-year-old, a suggestion that the child accompany her on the next visit, will be most timely.

The education of the parent may begin at this point. With the aid of pictures and diagrams, we may graphically demonstrate the story of the formation of the deciduous teeth in foetal life. The importance of calcium in bone-building foods to the pregnant woman cannot be too strongly stressed. The harm done to the permanent teeth through improper care of the deciduous teeth, the permanent disfigurements resulting from the pernicious habits of thumb-sucking and nail-biting, may be impressed upon the parent by models kept for such purpose. The interest of the parent thus aroused, it is the logical moment for an explana-

tion of the necessity of observation commencing at an early age. The two and a half or three year old child who accompanies his Mother, should have the opportunity to observe a painless operation. A great deal of harm is done to the child who sees a tearful patient being led from the operating room. However, if the cooperation of the parent is obtained, there is no reason why he cannot watch Mother have her teeth cleaned. Children love to imitate their elders, and want to do what Mother does. Hence it will now be an easy matter to hand the little one a mirror, and then with the aid of a mouth mirror guide his hand so that he may see the lingual surfaces of his teeth. A cursory examination is made by the dentist at this time. He will be able to note the occlusion of the teeth, the hygienic condition of the mouth and the presence or absence of gaping cavities. Unless pain is the reason for this visit to the dentist, prophylactic treatment only should be instituted. Of course, in the case of an emergency, the procedure is different. With a very young child, however, the need for any operation other than that of brushing is rare indeed. The psychological effect is immeasurable. By the simple expedient of establishing a pleasant relationship during the first contact with the dentist, the child is started on the right road to being a good adult patient. The parent should be urged and encouraged to make as little todo about a dental appointment as possible. The attitude should never be that of pity for he who is about to suffer. The other extreme of thoughtlessness, that affected by those who assure the child with an aching tooth that it will not hurt, cannot be too severely condemned. The dentist and his assistant can create the desired attitude in the parent by suggestions made prior to the

visit. A little time spent to this end will be profitable in the future dealings with the child.

Now that we have prepared the child for his visit through the agency of his parents, we must prepare our office for his reception. Nothing is more tiring to a young child than to sit still and await an awesome ordeal. If possible, never keep a child waiting. Sometimes emergencies arise, and it is well to fortify ourselves against them. A low comfortable chair, a variety of childrens magazines, pencil and paper, and if necessary, for the very young, a toy or two. A decided absence of all things white and clinical is greatly to be desired. The operating room should be cleared of all evidences suggestive of torture. There is nothing that can so easily send shivers up and down the spine of a youngster as the glittering and gleaming array of surgical instruments. The bracket table should contain only a mouth mirror. This usually does not intimidate a child on his first visit. Many authorities on children's dentistry classify children into four types—the normally intelligent worldly child; the shy, fearful child; the hysterical and the spoiled child. Frankly, I don't believe that we have any right to generalize as closely as that. There are just as many types of children as there are people—and we certainly cannot limit that number to four. Thus our approach to a child, should be no different from that to an adult—except that we may have to disregard the accompanying adult in order to win the child's confidence. The assistant can do a great deal: first, by greeting the child when he enters the office, remembering his name and not calling him "Sonny," or "Buddy." If the doctor has not met the patient, the assistant may perform the introduction, making a ceremony of it, much to the secret enjoyment of the child. After a little experience it is easy to remember the grade that a nine year old belongs in, and his natural interests at that age. The season for baseball or swimming, the books that he may have

read in school. Little by little the dentist and his assistant store away in their memory the major likes and dislikes of each patient. Experience is very helpful in the handling of children. The public school system has standardized our boys and girls just enough for it to be easy to break the ice. To the frightened child one can say, "I wonder if I can guess your age by looking at your teeth?" Of course, the child is surprised into allowing an examination. Once the examination has been made, it is up to the dentist to keep the child's mind so actively concerned that operations may proceed without difficulty.

It is most essential to make the child talk. If he is interested in knowing the why and wherefore, explain in simple language the why and wherefore. Time spent answering those seemingly needless questions during the first few appointments, is time saved in the older patient. A grouchy assistant, or dentist, has lost his or her chance of success with a child before he begins. A cheerfulness that is spontaneous and not affected is a valuable asset to the dentist. Show the child that you are interested in him and his activities—that while some necessary work must be done while he is here, the contact you make with him has helped you to have a fuller day. A child will forget the pain if he is allowed to tell about his new chemical set, and his respect for the professional will be increased one hundred fold when he is asked intelligent questions about his stamp collection, or the outcome of the soccer game. It takes some effort to remember which child likes baseball and which one is a book worm delving into Scott at an early age; but the satisfaction of seeing a child's eyes glow with appreciation makes the effort worth while. Pain is a mean thing. There seems to be no reason to it; but you would be surprised how quickly children absorb and assimilate the idea that pain is Nature's warning to us that we had better take better care of ourselves. An aching tooth may be one that is sick of having Mon-

day's berries covered over with Tuesday's toast. And of course it will hurt to get Monday's berries out of that hole; but a little thing like that isn't terribly important. We can do that by working quickly and efficiently, and talking all the time. Never, under any circumstances, should we tell a child that an operation will be painless—there is no such thing. But the association of the noise of the engine with that of an airplane may be established. Then we can learn a little geography and go on long distance flights, cross continent or around the world, depending upon the amount of "drilling" necessary. The younger child may have his initials or even his name cut into his finger nail, and then on his tooth. "Of course it feels funny, but so does a stiff brush when your knees are dirty"—A simple analogy makes the operation of filling an easy one. I've heard of one five year old who told her teacher at school that she knew just how to fill a cavity. You wrote your name on it, so that if you lost it no one else could claim it, and then you put the silver in so that it would shine up at you even if it were lost when in swimming. The imagination of a child is wonderful! The element of time is important. In a painful operation, the sooner it is over with the better. It is far better to fill two teeth in two half hour appointments, than in one three quarter hour one. A child cannot sit still any longer and it is cruel to expect him to. Thus, more frequent short appointments are of better value than prolonged sittings.

As soon as the boy or girl has reached the age of reason, even before the classical age of seven, the importance of prophylactic care should be stressed. It is easier to impress the need for cleanliness to the little "china doll" type than to the rough and tumble boy. But with the use of models and pictures showing the processes of decay, one can make an impression upon a child even at an early age. As they grow older, the subject of foods may be discussed. Pink cheeks and husky bodies are greatly to be desired in

this day, and the role of food may be presented in an attractive manner. Milk, green vegetables, and fruits, as essential body and bone-building factors, should be stressed. Again models and pictures may be used to graphically illustrate the need for balanced nutrition. Many of us are apt to doubt the intelligence of an 8 or 9 year old; but the basic principles of hygiene and the need for good health is inculcated into the kindergarten under the modern school systems. By talking to these children in a manner that assumes their understanding of the subject matter, one is able to stimulate an interest, and once the seed is sowed in fertile field, nothing can stop its growth. The responsibility of the health of the next generation may be shouldered in part by the dentist and his assistant. They will never regret their participation in preventive medicine. Thumb sucking, nail biting, pencil chewing, and certain habits of posture, are often the cause of mal occlusion. Show a thumb sucker the models of the mouth of a bad thumb sucker, what it has done to his front teeth, if possible, show him a profile photograph of such a child. Then reasonably and logically explain to him why he should stop this habit. With the help of his parents, and the co-operation of the child, you may be able to stop mal occlusion. The time and money involved in orthodontic treatment may also be saved. The importance of deciduous teeth and the need for their retention until the eruption of the permanent teeth, can be presented to the child in such simple language that it is intelligible. As they grow older and are in possession of their full compliment of teeth, explain to them the necessity of dental care throughout life and the need for guarding and keeping them always in good condition. If you start young enough, you should never have an adult who has been a child patient say—"Pull it out, it's only a back tooth and I don't want to bother having it filled."

The importance of the role played by the Dental assistant in establishing a

pleasant relationship cannot be underestimated. A genuine love for children is absolutely essential. To merely like or tolerate children is not enough. Unless there is a keen sense of enjoyment derived from the personal contacts afforded in your work, do not do it. Your job then becomes drudgery, and life is too short to spend it in uncongenial surroundings. Cheerfulness, enthusiasm, interest, and a sense of humor are characteristics which should be predominating in a dental assistant who works with children. Tact and diplomacy are needed many times during the day, and your woman's intuition will probably get a lot of exercise. The age-old story of the child who gets permission from Dad when Mother says no is repeated continually. That child will often appeal to the assistant in defiance of the dentist's wishes. At all times, agree with the dentist in his treatment of the child, in front of the child. If, after the appointment is over, you feel it necessary to remind him that Mary has been sick all winter, and that she is still too restless for lengthy visits, do so tactfully. He will welcome your suggestions because he knows that in your unity of actions, success with your child patient is more certain. Prompt him with stories about the

child and his background before and during the appointment. A capable efficient assistant is an asset not to be overlooked. The time element, an important factor in dealing with the child, must be considered. The more quickly an operation is performed, the less time consumed, the less chance there is of imprinting it upon the memory of the patient. A very hard task that sometimes will fall upon the shoulders of the assistant, is the restraining of certain types of parental outbursts. "Oh, I can't bear to see my child suffer, but he has to have his mother beside him, I cannot desert him now." By assuming a masked front and remaining adamant to the pleas, the assistant must keep that type of parent out of the operating room. Indeed, when making an appointment for the child, at all times suggest that he be accompanied by a nurse or friend, anyone other than the mother or grandmother. After a few visits, it is sometimes easy to convince the parent that the child may travel alone; but the first few times there is a difficult situation to be handled, and it is up to the assistant to do so. Thus it may be seen that the assistant must share her part in the maintenance of a dental practice.

80 East Palisade Ave.

CONSTRUCTIVE CRITICISM

To-day there is so much criticism being given to practically everyone, from the President of the United States on down the line, we can't help but feel that this might be a good time and place to speak of it. The criticism that springs from unworthy motives—destructive criticism—is worthless. It usually originates in jealousy—makes for unhappiness—tears down—and should be entirely disregarded. On the other hand, constructive criticism builds up—is given in a spirit of helpfulness and usually comes from those who understand our work, our plans and the problems we face. Our best friends are those who tell us kindly where we fail and how we can do better. For this kind of criticism we are very grateful and listen with a receptive mind. Thus we cannot help but profit by it. Let us have more constructive criticism.

MARIE WIDMEYER

In the March issue of "The Mirror,"
official organ of the Cincinnati D. A. Assn.

HIGHLIGHTS ON LETTER-WRITING

By LOU EVIE LAWSON, D.H., Atlanta, Ga.
(Read before Ga. State D. A. Assn., May 13, 1935)

GRANDE sum of all wisdom is to know what to do, how to do it, when to do it—and then do it. The wisdom gleaned from the study of business correspondence must be tempered with common sense for professional application. There are but few doctors, medical or dental, who condescend to dictate their letters. Generally the assistant is called upon to acknowledge professional, friendly, and occasionally, personal correspondence. The rules governing grammar, punctuation, spelling, and the use of abbreviations, which composes the mechanics of the letter, are presumed to be known by the secretary. The fundamentals must as a matter of routine be so thoroughly grounded that they become second nature. Necessary as are these mechanics in writing, they are in themselves insufficient. Letter writing is an art, and in common with other arts must express the personality of the writer. The personality sought in the professional letter is positive although quiet in poise; it is sure of itself but without egotism. The letter dictated by the doctor, or composed by the secretary, is the contact with the absent patient. It is hoped there will flash through the mind of the reader a picture of spotless white, of smiles, and of sympathetic attention. He may not have a conscious knowledge of the images formed, but he is aware of the association of experiences.

The selection of the grade and quality of paper used and the form of the letter-head is rightfully the doctor's choice. Quality white paper with the doctor's name, degree, and office address may be engraved or printed. The prefixing of the title "doctor," abbreviated "Dr.", leaving off the degree, is good form and presents a dignified letterhead. It must be remembered that the printer and engraver are dealing with the commercialized public and are not, as a rule, versed

in the ethics of the professional man.

Sentences are the completed expressions of thought. But words are the raw material out of which sentences are built. The choice of the right word at the right time might be compared with the erection of a house; a creditable structure depends on the choice of materials, in balance of quantity with quality. The reader of the letter may know little about grammar, rhetoric, or fine writing but he will notice mis-spelled words. There is no excuse for mis-spelled words. The solution lies in the possession and use of the dictionary. Occasions arise when a written diagnosis to the patient's medical doctor is necessary. Technical terms in relation to oral foci and the general systematic condition are to be written. The secretary should be positive in the spelling and the use of the terms dictated to her. The letter she writes is the silent aid to the co-operative spirit in dental-medical diagnosis. Each new day calls to our attention the need of a friendly relationship between the medical and dental men of science. Your knowledge of scientific terminology speeds the subject matter to completion, gives you a part in the relationship sought between the doctor and dentist, and enables them to better understand the physical health of the patient entrusted to their care. Co-operation is the perfect lubricant for the wheels of all relationship.

The offensive air of egotism that is likely to go with the frequent use of pronouns of the first person prompts the attention of the "you attitude" in correspondence. Like all good things it may be carried to the extreme. The reader must sense that you are visualizing him when you write and that his interest is in your consciousness. The reply to an out-of-town patient requesting an appointment is illustrative: "Dr. Blank is reserving

10 o'clock, Thursday morning, May 16, for your appointment." The Doctor has kept his precious dignity and the patient feels the "you attitude" by having a definite hour reserved for him on a specific day with the date plainly given. Need we ever say, "your letter asking for an appointment has been received"? Your letter has evidenced the receipt of the inquiry. How else could you have known that an appointment was desired? Perhaps the reply is too formal for certain patients. The intelligent knowledge of the individuals forming a practice, aids in the composition of letters. The friendly, sympathetic assistant remembers a sprained ankle, perchance, that Mrs. Patient had a few weeks ago and remembers to add a new tone to the personality of the letter by expressing an interest in her recovery.

At one time it was considered improper for the doctor to talk fees to his patients for fear of his profession's being relegated to the class of the merchant. That opinion has not entirely died out—at least, the instillation in the minds of patients that contracting for dental services concurs a monetary obligation, is not evidenced by prompt remittances. Consequently, we have collection letters to write. Courtesy, tact, appeal to good sportsmanship—every conceivable means of appeal may be employed. Investigation of credit rating by a Credit Service Exchange is the best means of handling successfully the past-due account. The knowledge of his total indebtedness enables you to assist in arranging monthly payments he can meet. Let us suppose the delinquent is a dress manufacturer who can be appealed to with a man-to-man reasoning along this line: "Doctor Blank meets his obligations by the responses of his patients to the statements rendered. Isn't that the way you do business, Mr. Blank?" He may suggest that his responses to bills rendered have been slow, too. At least, he has replied and you are in possession of a working base to arrange liquidation by monthly payments.

Complaint letters are to be found in the professional office. Courtesy is the very spirit of helpfulness. Occasionally patients are unable to understand why a special concession of their case can not be made by giving an appointment on the doctor's afternoon out of the office. The patient sees only his need for professional services with the afternoon in question as his most convenient time from work. The complaint is justifiable since the laity can not understand the mental-physical strain doctors are subjected to. The patient has but a few teeth, that ache this particular week, and he isn't able to view the doctor's problem of conserving his middle-ten-year span of the allotted thirty years of practice. Nor can we explain this in our answer to his complaint. The reply may be worded: "Doctor Blank has made appointments out of his office for Wednesday afternoon. We have set aside that particular afternoon of each week for him to attend to business and personal matters requiring his personal attention. You know, Mr. Patient, the doctor's office hours must be specific or his patients would never know just what days they might be able to find him here. We know that you understand and appreciate his position in this matter." The appeal to the patient's good sportsmanship is an invariable weapon against unreasonableness. Put yourself in the other person's place. Just what would it take to soothe your ruffled feelings?

The proper salutation and closing of letters to high officials of the Catholic Church, some of the Protestant churches having bishops, the officers of the State and National Government, and the men in military and naval service often confuses the secretary. Jewish ministers are addressed as Rabbi, never as Reverend. In the Army all general officers, regardless of rank, are addressed by the grade held. The secretary should acquaint herself with the proper form of addressing, of salutation and of closing the letter to

DENTISTRY AND THE AMERICAN DENTAL ASSISTANTS ASSOCIATION

By L. LAWRENCE BOSWORTH, D.D.S., San Diego, Calif.

(Address delivered April 23, 1934 to the local branch of the A. D. A. Assn.)

FIRST of all, I wish to congratulate you upon your organization. Any society with its objective, the improvement of service to the dental profession, deserves the hearty support and co-operation of dentistry. In looking over the early history of your society, I find it is a product of dentistry, in-as-much as the practice of dentistry created an opening for such service. This being true, a brief resume of the origin of dentistry becomes apropos.

Dental operations were probably performed as far back as the beginning of the human race, however, there is nothing in early history intimating there were dentists in the immediate family of Adam and Eve. Probably the first actual proof of prehistoric dental operations is the finding of gold fillings in some of the teeth of Egyptian mummies known to be more than four thousand years old. Other data has been compiled from early writings and early libraries. The earliest known library is that of the school of Babylonian savants of Sippiro-of-the-Sun, situated on the banks of the Euphrates in Asiatic Turkey. This library was founded forty-one centuries ago by a companion of Noah. To the Greeks belong the credit of establishing the first library open to the general public. This library was founded at Athens, 600 B.C., by Pisistratus. It contained the majority of early Greek mythology, including the writings of Homer, etc. We next find the contributions of Herodotus, 500 B.C. Herodotus is the father of history. In his intense desire to secure early data, he journeyed into Egypt. Here he found he could not speak the language of the Egyptians, neither could he decipher their hieroglyphics. Their language was known as the pictorial language, as it was illustrated more by pictures than by actual tongue. (Some of these hieroglyphics

were said to be the origin of our present stenographic characters.) Herodotus soon formed the acquaintance of Egyptian priests who could speak the Egyptian and Grecian tongues as well as decipher the Egyptian hieroglyphics. This acquaintance being formed, he was amazed to find the professions of medicine and surgery being practiced as specialties. They had medical doctors and what were known as medico surgeons of the eye, ear, and teeth. Their various practices were restricted however by certain fixed principles under penalty of death for violation. Herodotus remained in Egypt quite some time and wrote several books. The first of which were more or less mythical—the later ones were considered standards.

From Herodotus we take up the writings of Hippocrates, 462 B.C. Hippocrates is the father of medicine. His knowledge of anatomy was simply astounding, many of his writings on medical subjects are considered standards today. He also wrote many articles on dental surgery, and was known to have reduced fractures of the jaw by using a certain hard wax for splints. This wax was compounded from a formula of the Greeks. It is said he used gold wires to suture sections of bone. He is also known to have recommended a dentifrice. Next, the writings of Aristotle, 350 B.C., are to be mentioned. Aristotle was one of the greatest of early savants. He was a writer, an orator, and a scholar on all scientific subjects and possessed the greatest personal collection of books known to ancient times and is said to have made the remark that: "A home without a library was as incomplete as a home not containing a bathroom." The early Greeks were famous for their numerous public baths. The wealthier ones had swimming pools built in their

homes. We will next take up the Alexandrian library in Egypt. This library was founded 300 B.C., by Ptolmey-the-First, under the direction of Alexandria-the-Great. The Alexandrian library was the greatest of all ancient libraries and contained nine hundred thousand books. Of course, these books were manuscripts and differ in that respect from our present writings. This immense library required two buildings for housing. The larger one was housed by the Museum building. The second, an adjoining building, was known as the daughter library. The reputation of the city of Alexandria became famous and attracted the most learned men of that period from all parts of the world. Alexandria thus became the center of literary culture. This wonderful library existed until 48 and 47 B.C., when it was destroyed by the army of Caesar. Its loss deprived the world of the choicest collection of early literature ever compiled. Medicine and dentistry is known to have suffered greatly by its destruction. A second library was compiled however, from private collections. This was a very excellent library, but did not compare with the original. Alexandria soon regained its former standing of being the literary center of the world and remained as such until 642 A.D., when this library was destroyed by Omar, a mohammedan chief, during his conquest of Egypt. Upon entering the city of Alexandria, Omar hesitated before destroying this library, whereupon, he communicated with the Caliph of the Mohammedan Church requesting the privilege of leaving the library intact. The reply received stated: "If the writings of the Greeks agree with the Koran and the Book of God, they are useless and should be destroyed, if they disagree they are pernicious and must be destroyed." The destruction followed. Again medicine and dentistry suffered a second irreparable loss. Before leaving the city of Alexandria, we might speak briefly of its early history. This city was founded by Alexandria-the-Great 332 B.C., and

named after him. It was his desire to make it the most beautiful and highly cultured city in the world. This was attained after his death. The city is situated on the southern banks of the Mediterranean Sea, or rather inland a short distance, and connected with the Mediterranean by two channels constructed by the order of Alexandria-the-Great. These channels were so situated that they could protect this beautiful city from any approach of foreign navies. The streets of the city were very wide and the buildings far ahead of their time in architecture.

Cicero, 106-43 B.C.—Cicero wrote extensively on dental subjects. We find the description of dental plates as being worn by the Romans, in his writings. At the beginning of the Christian era, Celsus a Roman Surgeon, wrote extensively on dental subjects. Galen, 200 A.D., a Greek surgeon was the first man to speak of disturbed nutrition as having an influence on dentition and the further development of the teeth. Albucasis, 1100 A.D., an Arabian surgeon furthered the progress of dentistry greatly by his writings, also by his operations upon the teeth. This period was during the dark ages when the world was controlled by barbarians and in a state of continuous war. For this reason especially, Albucasis deserves great credit for his untiring efforts. We will next take up Para, 1505 A.D.—Para was a frenchman of rare ability. He was the first man to speak of metal plates being adapted to the human jaw. Para was the father of what was known as modern french surgery of that period. From Para, we go to Pierre Fauchard, 1728. Fauchard was the first to write and have published a book devoted entirely to dental surgery. He was a great genius.

We next cross the Atlantic into America, and find Isaac Greenwood as dentist to George Washington. He constructed an artificial denture for Washington which is now in one of our museums. From this time on, numerous dentists sprang up throughout the American

colonies. Dentistry of this period was simply a trade and anyone who wished could practice. We find numerous practitioners from various European countries, such as England, France, Spain, etc., practicing in America. In the years 1839 and 40, the first dental college in the world was established at Baltimore, Maryland. In 1840, the first dental society was formed. It was known as the Society of Surgeon Dentists. In 1841, the first law pertaining to dentistry was passed in the state of Alabama. From this time on, dentistry started to progress from a trade into a profession and is now as a branch of the healing art of medicine. During the period from the passing of the first dental law, until very recent years, we find numerous dental colleges being founded all over the United States; also, the different states passing laws governing the practice of dentistry. The colleges became so numerous that it was found necessary to establish a certain standard governing their educational endeavors. A society was organized and known as the Association of Dental Faculties, it was represented by the Dean of each college holding membership. This resulted in the closing of all the clandestine colleges formerly existing by the sale of diplomas to the highest bidder. It is now necessary for an applicant for examination to practice dentistry to present a diploma from a recognized college, otherwise, he is not accepted for such examination. Quite different from the former days, when teeth were extracted in barber shops and dentistry was practiced by barbers in competition with legitimate dentists. We have spoken of only a few of the early contributions and contributors to dentistry. There are a great many more.

THE EARLY DENTAL ASSISTANT was chosen from a slave or a servant, whichever happened to be the most accessible. Sometimes a member of the dentist's family was pressed into service. The requirement of the assistant was to hold the patient while some very painful operation was being performed.

Next, we have the period of the apprentice. The apprentice was a young man who desired to learn the trade of dentistry. He became associated with a practitioner by paying him a sum of money ranging from \$100 to \$500, for the privilege of assisting. His requirements were not only to assist in dental operations, but he also had the extreme privilege of being compelled to serve as janitor which included building the fire, carrying out the ashes, and scrubbing the floor and the "spittoon" after each patient had been served. Of course this was before the luxury of the fountain cuspidor. We next have the period of the office girl. A few of our states are still living in this period. It was not until 1917, that the Dental Assistants' Association was born. Many previous clubs, etc., along this line had been attempted, none of which were a success, but in 1917 a number of young women in the state of Nebraska formed a society and called it the Dental Assistants' Association. They took for their standards, ETHICS, EDUCATION, and PROFESSIONAL PRINCIPLES. This society has been a success since its first inception, although there were many rough and rugged roads traveled during the first five or six years—in fact, there were no beds of roses to be found. However, continuous progress was made. A small group of young women dental assistants attended the American Dental Association Meeting at Cleveland, Ohio, in 1923, and at this time, they elected an Organizing Chairman, Mrs. Juliette Southard of New York City, and planned to organize the American Dental Assistants Association. The following year, 1924, we find them with 4 societies at the meeting of the American Dental Association at Dallas, Texas. At this meeting the American Dental Assistants Association was organized with the aid of Dr. C. N. Johnson, President-Elect of the American Dental Association and has been sponsored ever since by many of its most prominent members. The present constitution and by-laws were adopted at

this meeting. There were only approximately two hundred members, represented by Indiana, Chicago, Alabama and New York City. In 1925, we find delegates attending the meeting of the American Dental Association at Louisville at which time the American Dental Assistants' Association had 700 members. In 1927, delegates attended the meeting of the American Dental Assistants Association at Memphis, and we find the organization with one thousand members. This association has made continued progress and now has a membership of more than fifteen hundred and is officially represented in 30 or more states.

The four corner-stones from which the A. D. A. Association was builded, are EDUCATION, EFFICIENCY, LOYALTY and SERVICE. With such a foundation, continued progress is assured. To Mrs. Juliette Southard, formerly of New York City, now of Miami, Florida, the present editor of the Dental Assistants' Magazine, probably is due more credit than to any one person. She has practically devoted her life for the last eleven years to the development of this organization. With the whole-hearted co-operation of her former dentist employer, Dr. Henry Fowler, Hon.

Member of the A. D. A. Association, who has since been called to his reward, passing on, March 31st, 1934. The American Dental Assistants' Association surely lends a refinement to the practice of dentistry which could not have been attained by any other means. In closing, I wish to again congratulate you upon your very worthy and worthwhile society, and upon being affiliated with the National Group.

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1206 Bank of America Bldg.

CHARM

"Charm is not a magic thing: a spell or an enchantment. Charm is letting Life live through you naturally and radiantly. Would you be charming, then do something sincere, soul-searching.

"What is your secret ambition—the one you do not talk about to visitors? What have you done to realize that ambition? Are your day-dreams all centered on yourself? What is the real cause of those moody fits of depression? If you were choosing a friend would you choose yourself? If you were giving a party, would you pick yourself as first choice of a guest? Have you a pose? What do you talk about? Are you really well informed about anything? Take a tip from Chilon of Sparta. 'Know thyself'—then, be it. Enrich that self. Read good books, hear good music, see good pictures. Make yourself interesting. Be kind. Display a genuine interest in other people. Talk to them about themselves, and their interests. (Thus you will win recognition as a friend of rare discernment and appreciation.) The law of personal attraction seems to be that the more one thinks of others, the more others come to think of him.

"CHARM is letting Life live through you naturally, abundantly, beautifully."

Culled from Bulletin of the Quota Club and submitted by Aloise B. Clement,
Treasurer, A.D.A.A.

STERILIZATION OF INSTRUMENTS

CLINIC given by the Monmouth County Dental Assistants Association at the Mid-Winter Meeting of the New Jersey State Dental Society, Athletic Club, Newark, New Jersey, Jan. 19, 1935.

1—**Ordinary Instruments:**—

- 1—Wash with stiff brush, soap and water (to remove debris and stains)
- 2—Boil for 15 minutes in a 1% solution of Sodium Carbonate
- 3—If used on patient with Vincent's Infection or Pyhorrea, boil 30 minutes
- 4—If Sodium Carbonate, or one of the many sterilizer tablets are not used in the water, boil for 25 to 30 minutes. All the instructions below are based on the use of some agent in the sterilizer.

2—**Burs:**—

- 1—Clean with wire brush, scrub with soap and water, boil for 15 minutes or
- 2—Clean with wire brush, immerse in Bard-Parker solution for $\frac{1}{2}$ hour, remove with pliers, allow to dry on clean napkin or
- 3—Clean with wire brush, immerse in 5% Formaldehyde solution for 15 minutes, wipe with alcohol and return to blocks.

3—**Ejectors:**—

- 1—Flush with water while still on hose. Boil 15 minutes.
- 2—Wipe out with pipe cleaner, wet with alcohol
- 3—If in locality where water coats insides of ejector, clean frequently with Muriatic Acid on pipe cleaner.

4—**Right Angles and Handpieces:**—

- 1—Wipe with alcohol, (Boil 15 minutes if you have the new boilable ones)
- 2—Place in Formaldehyde-Borax sterilizer for 30 minutes.

5—**Hypodermic Needles:**—

- 1—Wash needle under faucet
- 2—Flush with prepared carpule of alcohol and Carbolic Acid
- 3—Boil 15 minutes, replace wire
- 4—Place in covered jar in a solution of half pure grain alcohol and half glycerine (or Waites, Bard-Parker, etc. solutions) until next used, when it is wiped with alcohol just before using.

NOTE: If old type syringe is used, remove piston from barrel and boil for 15 minutes. Both types should always be wiped with alcohol before and after use.

6—**Forceps and Retractors:**—

- 1—Scrub well with soap and water to remove stains
- 2—Boil for 15 minutes
- 3—Wipe with alcohol before handing to doctor.

7—**Cutting Instruments:**

- 1—Scrub with soap and water
- 2—(a) Place cutting third in pure Carbolic Acid for two minutes
 (b) Then place in 60% solution Alcohol for 10 minutes
 (c) Dry; always wipe with alcohol before handing to doctor.
- 3—(a) Boil for one minute (when this method is used, wrap cutting edge with cotton as Sodium Carbonate tends to dull blade)
 (b) Place a little vaseline on blades before putting away. Be sure to remove it with alcohol just before using again.

8—**General Suggestions:**—

Use a special towel always reserved for drying instruments.

Do not guess at the time—Sterilize BY THE WATCH.

Mabel Burr } Clinicians
 Josephine Nestler }



QUESTION BOX

MAE I. DICKINSON

3558 ZUMSTEIN STREET, CINCINNATI, OHIO



- Q. What procedure do you use in answering the telephone?
- A. The way in which the dental assistant answers the telephone today is in a manner much more refined and pleasant than in former years, when everyone upon picking up the receiver said, "Hello!" Today we rarely hear that; instead we say, "This is Dr. Blank's office"; or just "Dr. Blank's office" in a pleasant voice, is sufficient. However, the question is open for discussion. What do some of our dental assistants think? Let us hear from you.
- DO YOU KNOW THAT**—A little cocoa butter applied to the lips with a cotton-roll, before a dental operation, will prevent dryness and cracking at the corners of the mouth.

- Q. What do you call a "safe" solution for burs in order to keep them sterile and still not rust?
- A. A solution of alcohol and glycerine

into which a few drops of phenol has been added.

DO YOU KNOW THAT—When in a hurry for films to dry and you are not particular about preserving the X-ray as a record, dip film in alcohol. This will enable the Doctor to give his patient a prompt reading. Do not use denatured or wood alcohol.

TO CLEAN THE CEMENT SLAB—One of the best and simplest devices for cleaning a glass slab which has been used for mixing cement or a paste, etc., which has become hardened on the slab, is to use an ordinary safety razor blade in a holder

DO YOU KNOW THAT—The developing solution should never be stirred if it has been left standing unused for any length of time? A piece of blotting paper placed lightly on the surface of the solution will absorb any chemicals that have formed on its surface.

He that will not be counselled
cannot be helped.
(Proverb)

Cultivate such powers of mind and body as you possess,
for happiness is found in action only.

—Aristippus.

The Dental Assistant

A Monthly Publication

A Journal for Dental Assistants Devoted to Their Interests and Education
 Monthly publication of the A.D.A.A. A Journal for Dental Assistants Devoted to their Education and Interests and to the Efficient Conduct of Dental Offices. Publication of all statements, opinions, or data, is not to be considered as an endorsement of same by magazine or its publishers.

JULY-AUGUST, 1935

EDITORIAL DEPARTMENT

LETTER FROM DR. CH. F. L. NORD

*The Hague, Holland, General Secretary of the International Dental Federation,
 to Mildred Thompson, Trustee, 5th District, A.D.A.A.*

Dear Mrs. Thompson:—

March 30th, 1935.

You ask me to write something as a message for your Journal and I will gladly do so, as since I had the pleasure of seeing the work your Association is doing for the first time in Philadelphia in 1926 under the presidency of your enthusiastic founder, Mrs. Southard, and the progress you have made when I saw your meeting in Chicago in 1933, I have the greatest respect for what your organization is doing and for what has already been achieved. This is without doubt due to the fact that in getting together, the ideals of your profession have been brought to the individual members, and enthused them with interest in their work, which must have given them more pleasure and pride in their daily doings, and so helped them to get more enjoyment out of life through better service.

I suppose you would like to know what we are doing in Europe to afford the same advantages in this respect for the Dental Assistants. I am sorry to say, that as far as I know, there is no organization of this kind in any of the European countries. You must not be surprised in hearing this, as the conditions over here differ a lot from what you are used to in the United States. You must not forget that there is no other country in the world where more than a hundred million of inhabitants is speaking one language, having the same culture, the same customs, the same laws. Here we have a few big, and many small countries, with different languages, different culture and different laws; which means that, e.g. our journals cannot have the same circulation and that a lot of energy and time is given to a relatively small amount of people. In all these countries, there are different laws regarding dental education and the way it is practised. Some countries have laws which give the people the right to dental treatment by means of "sick-funds"; others have an unofficial method of treatment in "sick-funds"; and in some, dental treatment is not much further advanced than a century ago! You will understand what this means to the way in which dental offices and dental clinics are managed, and how impossible at this moment it would be to found an Association like yours in Europe.

As to my own country, I can say that Dentistry here is very much like yours, and our offices are managed in a way which resembles a great deal your American methods; (in fact most of our equipments and instruments are American) therefore, you will not be surprised that in most offices the help of the Dental Assistant has gradually become indispensable to the dentist. Still the conditions differ a lot and it would be difficult, even in this small country, to say what the average assistant should know before entering a dental office. For instance in my practice I want some one who can speak four languages, as otherwise she would not be able to answer the telephone calls or receive a foreign patient, and of course there are a number of offices where the same thing would be necessary. On the other hand there are also many dentists who do not need this knowledge for their assistants, and you will agree that this fact alone makes a lot of difference in the selection of the dental assistant, as the question of languages is naturally a matter of school-training, and this practically means in Europe that the type of girl will be quite different.

This is only one practical point but it may suffice to make you understand, that although our ideas and ideals are almost the same as those in America, life over here is so different that the same methods cannot be used, and that in this special case a Society of Dental Assistants would be at this moment well-nigh impossible, not only as the number would be too small, but also because the various interests would divide them into groups, which would make practical work impractical. This does not mean however, that we are not looking with the greatest of interest to the work you are doing in that great country of yours, and personally I am convinced that we shall see the day where the same thing will be done here, and then they will be thankful for the pioneers' work which has been done in the United States.

With best wishes for the welfare of your Association, I am,

Yours very sincerely,

CH. F. L. NORD.

STOP -- READ -- PROFIT

EVERY now and then between office chores, remembering the old axiom that tells us to improve "every shining minute," I scan the literature that comes to our office desk, hoping to garner a few crumbs of knowledge that may serve a purpose some day, or that I can share with my fellow workers in the pages of our Journal. In the magazine issued by a local branch of a prominent international "service club" of which my dentist employer is a member, I came across the following, and it seemed to apply so well to any group, and contains so much advice of the good kind in a few words, I am passing it along hoping that our members will "STOP, READ, and PROFIT."—(Quote) "It is a reflection on the officers of a club when interest lags and attendance drops. Causative factors are:—poor leadership, poor programs, no enthusiasm, meetings running overtime, poor attendance, etc. A few of our meetings here of late have been below par . . . Fellows, do your part by attending meetings, paying dues on time, and giving every other support necessary to make a good club. If your officers fall down in spite of your help, kick them out and get some that will do the job." (end of quote)—Mighty good advice, and food for thought. Don't you think so?

In this same magazine I picked out these fine thoughts:—"The less informed we are, the more suspicious we are; information dispels suspicion. Investigate." There is a whole sermon in these few words; let us all be better informed before we pass judgment, and again I quote:—"Faith makes christians; fear makes cowards; hope makes heroes."

J. A. S.

SECRETARY'S CORNER

By LUCILLE S. HODGE, General Secretary, 401 Medical Arts Bldg.,
Knoxville, Tennessee.

THE PRESIDENTS of the State and Component societies have received a copy of "Highlights" of the report of the Educational Committee given by Mabel Lyon, Chairman, in St. Paul, along with a "Suggested Short Curriculum." These should be read at the first meeting of your society, then placed in your Permanent Files for future reference. In the same mail you received a letter giving Official Notice of the Change of Headquarters for the Eleventh Annual Convention of the A.D.A.A., at New Orleans, from the De Soto to the Bienville Hotel. If you have made reservations with the De Soto for your delegates, alternates or members, please cancel and write the Bienville Hotel for these reservations. The secretaries of the State and Component societies received a "Questionnaire" from this office several weeks ago requesting information for the Official Program for the Convention. To date a large percentage have responded, let's make it one hundred per cent.

Your cooperation in the above matters will be greatly appreciated. For each of the secretaries there is a warm spot in my heart, and as one secretary to another, I thank you for your splendid cooperation the past year, and ask for your continued support, and hope to meet you in New Orleans.

Several societies have recently held elections as follows:—

Alabama D. A. Assn.:

President, Clara Delaney Bradford, Comer Bldg., Birmingham; Vice-President, Louise Townsend; Secretary-Treasurer, Mildred Hardy, Emergency Hospital, Ensley, Ala.; Delegate, Louise Townsend; Alternate, Thelma Wyatt.

Georgia State D. A. Assn.:

President, Mrs. Grace Urquhart, 1002 Ga. Casualty Bldg., Macon, Ga.; President-Elect, Ann Walker; 1st Vice-President, Clara Herndon; 2nd Vice-President, Mae Stebbins; Secretary, Ruth Mills, 613 Candler Bldg., Atlanta, Ga.; Treasurer, Beatrice Whitaker. Board Members: Christine Sanders, Mabel Knight, Marie Shaw, Annie Sue Jackson. Delegate, Ruth Mills; Alternate, Beatrice Whitaker.

First District D. A. Assn.:

President, Mae Stebbins, 14 E. Jones Street; Secretary, Ruth Spitz, Forsythe Apts.

Fifth District D. A. Assn.:

President, Clara Herndon, 713 Candler Bldg.; Secretary, Mamie Cornell, 478 Peachtree St., N.E.

Sixth District D. A. Assn.:

President, Annie Sue Jackson; Secretary, Hazel Whitener, 717 Bibb Bldg.

Kansas State D. A. Assn.:

President, Gladys Farney, 619 R-W Bldg., Hutchinson, Kans.; President-Elect, Carol Briscoe; Secretary, Joe Cramer, 625 Mills Bldg., Topeka, Kans.; Treasurer, Alice Davis.

Nebraska State D. A. Assn.:

President, Maxine G. Smith, 1010 Federal Securities Bldg., Lincoln; 1st Vice-President, Mrs. Ida Mapes; 2nd Vice-President, Genevieve Brehm; Secretary, Mrs. Norma Edger, 939 Medical Arts Bldg., Omaha; Treasurer, Ruth E. Morgan; Board Members, Aloise B. Clement, Mildred Stevenson, Olive Butler, and Ruby Sealock.

Brooklyn D. A. Study Club, 2nd District, N. Y.

President, L. Juanita McClure, 361 Sterling Place, Brooklyn; Vice-President, May F. Robinson; Recording Secretary, Marguerite Simpson; Corresponding Secretary, Anna Hofmann, 143 S. Oxford St., Brooklyn; Treasurer, Mrs. Emily C. Martin.

Educational & Efficiency Soc. for D. A., 1st District, N. Y.:

President, Blanche Ferrero, 6 West 72nd St., N. Y. C.; Vice-President, Esther Kahn; Secretary, Robina A. McMurdo, 140 E. 80th St., N. Y. C.; Treasurer, Madeline Moehler.

Columbus D. A. Assn., Ohio:

President, Dorothy Bennett, 54 Thirteenth Ave.; President-elect, Jane Haley; Vice-President, Martha Peterson; Secretary, Clara Bair, 681 E. Broad St.; Treasurer, Mrs. Faye Vance.

Toledo D. A. Soc., Ohio:

President, Ethel M. Runge, 530 Toledo Medical Bldg.; Vice-President, Clara Reinlein; Secretary, Evelyn Hughes, 307 S. Detroit Ave.; Treasurer, Lillian Kahl.

Portland D. A. Soc., Ore.:

President, Mrs. Peggy Ahern, 908 Stevens Bldg.; Vice-President, Doris Stone; Secretary, Jean Brophy, 908 Selling Bldg., Treasurer, Ruth Voorhees.

Lehigh Valley D. A. Assn., Pa.:

President, Mrs. Charlotte Breidenbach, 129 West 4th St., Bethlehem, Pa.; Vice-President, Dorothy Gruver; Secretary, Florence M. Seifert, 611 First National Bank Bldg., Easton, Pa.; Treasurer, Bessie L. Jenkins.

Philadelphia Asso. of Dental Nurses:

President, Mrs. Marie Davis, Medical Arts Bldg.; Vice-President, Bessie Schroeder; Recording Secretary, Mrs. Mary Hillman; Corresponding Secretary, Elizabeth T. Weaver, Medical Arts Bldg.; Treasurer, Mrs. Retta Amatucci.

Tennessee State D. A. Assn.:

President, Mrs. Ethel Whitenton, 912 Exchange Bldg., Memphis; Vice-President, Lucile S. Hodge, 2nd Vice-President, Edna Mae Kelly; Secretary-Treasurer, Mrs. Gladys G. Pinson, 707 Medical Arts Bldg., Chattanooga. Delegates, Mattye Bacon and Vera Street.

Pittsburgh D. A. Assn., Pa.:

President, Barbara Barns, Peoples East End Bldg., Pittsburgh; Vice-President, Kathleen Flinn.

Seattle District D. A. Assn., Wash.:

President, Florence Zwiers, Medical-Dental Bldg.; Vice-President, Elinore Weiss; Secretary, Fern Spencer, Medical-Dental Bldg.; Treasurer, Rose Minch, Seattle, Wash.

Tacoma D. A. Assn., Wash.:

President, Catherine McDonough, 147 Perkins Bldg., Vice-President, Mrs. Alice Bender; Secretary, Catherine Hopkins, 915 Medical Arts Bldg.; Treasurer, Vivian Sherman.

Wisconsin State D. A. Assn.:

President, Alma Prahl, 539½ Seventh St., Oshkosh; 1st Vice-President, Stella Goetz; 2nd Vice-President, Margaret Lambert; Treasurer, Sophye Mendolson; Secretary, Mildred Reis, 310 Northern Bldg., Green Bay, Wisc. Delegate, Alma Prahl; Alternate, Mildred Reis.

New Jersey State D. A. Assn.:

President, Mrs. Eleanor B. Glass, 44 Church St., Paterson, N. J.; Vice-President, Mrs. Grace E. Graves; Secretary, Muriel Smith, 1035 Grove St., Irvington, N. J.; Treasurer, Margaret S. Hall. Delegates, Muriel Smith, Doris Crommelin, Mrs. Edith Worth.

THIS AND THAT

By ETHEL WHITENTON, 906 Exchange Bldg., Memphis, Tennessee

Hail to Columbus Ohio's first anniversary. And did they have a party in celebration. Helen Stimmel, in charge of arrangements did an excellent job of planning and carrying out the plans, with Ruth Rogers as an honored guest. Blue & Gold color scheme, with a cake adorned with candles having the initials of the girls thereon. What a party! Along with congratulations from many societies, the "Dental Assistant" adds best wishes. Although June is passing without a bride from Cinci, Constance Zapf will be married around Thanksgiving time. Helen Hendricks won the Dr. G. Layton Grier clinic cup at the Cinci Clinic meet. Helene Meyers! here's a good wish for you that your acting in "THE FAMILY UPSTAIRS" will be just what you wish, yet not so good that you will be leaving assisting for Hollywood; and don't you girls get too much sun-burn on that week-end trip. The answer to why Minnie Hartley went around holding her throat is that recent tonsilectomy. We hope that it did not interfere with her reading her paper in Lincoln, Nebraska.

The Portland, Oregon Society has elected a president, Peggy Ahern, who not only "brings home the bacon," but a GREAT BIG SALMON for the dinner party held at the Oregon Yacht Club. Peggy is some fisher-woman. Helen Krogstaad who plans on a fall wedding was an honored guest, along with Margaret Cooke. It pays big dividends to be president of the Pittsburgh D. A. A. At least that is what Roberta Grossman must have thought when she was presented with a radio. Edna Justice, 3rd Dist. Trustee, was selected as delegate to the Penna. State Meet. Kathleen Flinn is expecting to represent them in New Orleans in Nov. Jean Hankey is the proud holder of the G. Layton Grier clinic trophy. Peggy Bridges & Kathleen Flinn know how to make money. Ask

them. The Detroit, Windsor, Toledo, Flint and Grand Rapids girls are all on their toes with parties, meetings and clinics. Here's a hope that the raffle netted plenty without a rifle. The Detroit program certainly sounded interesting.

Wasn't it clever of Blanche Ferraro to have her "iron" injection done at the Nitrous-Oxid Clinic of the E & E Soc. of N. Y.? Blanche proved that with analgesia, injections, even in the thigh, can be done painlessly. Cocktails without hangovers (as Dr. Henegan refers to analgesia) were passed out very generously by Miss Doran, anesthetist. Refreshments were served after the clinic; resolved by all present that "a cocktail in the hand is worth two in the chair." Frances Green has left their fold to take up maternal duties. Now we know why Elizabeth Shoemaker left in such a hurry from their annual meet; her daughter Margaret was expecting Mr. Stork. We wonder who won the race. . . . Who is the lucky fellow who was waiting for you on Tuesday? Come on, 'fess up Fanny Cohen. The committee had a time deciding whether their party should be French, Italian, Russian, Chinese—or should they "go" American. They went and the party was most enjoyable. Juliette Southard's place card was mailed to her in Miami, autographed by all present. They did miss her. Lucile Hodge, A.D.A.A. General Secty. gave a recent party at the Terrace Tea Room, in Knoxville. It was a delightful dinner with 20 girls present. Blue & Gold was used in decorating, officers were elected, and reports read from the Tenn. State meeting. Mildred Thompson, Trustee, was a special guest. Lucile is as fine a hostess as a General Secretary and that's "sumpin'". Mrs. Garrett C. Davis, better known as Flora Ambrose of Nashville, Tenn. really put one over with her surprise wedding just 2 days after the state meeting in her

(See next page)

TALKING IT OVER

By EDNA M. JUSTICE, Pittsburgh, Pa.

WHEN I stop to think of the many members throughout the land who read this magazine, I realize what a great privilege it is to have a small part in the editorship of it. While my work is very minor, I feel that it brings me close to each of you, and I only wish that I knew all of you personally. I am glad that it is now my turn to write this column, because it gives me an opportunity to urge your attendance at our coming Annual Convention. Much has been said about the benefits of attending this meeting, but I do not think it can be overstressed. I do wish it were possible for each of you to go to New Orleans, especially those who have never attended a National Meeting. Those of you who have, know what a wonderful experience and inspiration it is. This year, this will be enhanced by the enjoyment and edification offered by the city in which it will take place—New Orleans, America's most interesting city, because of its unusual contrasts. It is a prominent metropolis of the South, comparable to some of the larger northern cities in its position as a thriving port; yet it still retains much of Old France, Old Spain, and the South of the pre-Civil War days. In a sense, your trip may be compared with a trip abroad, in that the old French and Spanish customs and delightful manner of living still linger on.

If it can be arranged, there are many interesting places in the vicinity to which you may drive—the Naval Orange Groves—the Mississippi Gulf Coast, known as the "Riviera of America"—the Acadian country with its quaint and hospitable people—the famous Evangeline Oak and the grave of Longfellow's heroine—Barataria, ancient haunt of pirates, now a quaintly picturesque abode for fishermen and trappers—the romantic communities of St. Tammany, Covington, Slidell, and Abita Springs, and countless other points of historical interest. It is an intriguing opportunity for those who wish to combine professional advancement, cultural diversion, and a delightful holiday. I am sure that you will be happy for having taken advantage of it. I am anticipating meeting you there.

EDNA M. JUSTICE, 3rd District Trustee,
and Editor of this Department.

THIS AND THAT

(Continued from page 90)

town. At a party sponsored by Clara Smith, she was given a beautiful neglige. Mrs. A. B. Marshall of N. Y. formerly Billie Baker, Chattanooga, had to return home before the meeting. Memphis is the happy owner of the Mildred Thompson clinic trophy, having won it 3 successive years. Memphis also just made \$75.00 on a raffle.

LETTER WRITING

(Continued from page 79)

the officials of the Church, of the State and National Government, and the officers of the Army and Navy. The telephone may be able to transmit "the voice with the smile." Personal contact gives us every opportunity to express the emotions. But the carelessly written letter remains to offend again and again.

727 Candler Building.

KANSAS STATE DENTAL ASSISTANTS ASSOCIATION

*High Lights of the Fourth Annual Convention
Hotel Allis, Wichita, Kans., April 22-23-24, 1935*

An Executive Council Meeting was held at 6:30 P.M., Sunday, April 21st.
Monday, April 22nd—

The first session was called to order by President Jo Cramer, followed by an address of welcome from Judge J. D. Dickerson, Wichita. Greetings were extended from the Kansas State Dental Association by President J. Scott Walker, Chetopa, Kans. Lectures were then heard on: "Personalized Telephone Service" by H. A. Miller, Wichita, Traffic Superintendent, Southwestern Bell Telephone Co., and "Technique of Establishing Favorable Contact with Children in a Short Time" by Edwina Cowan, Ph.D., Wichita Child Research Laboratory, Friends University. At twelve o'clock there was a "Get Acquainted Luncheon" at the Allis Hotel.

The afternoon was devoted to lectures on; "The Dental Assistant as a Nurse" by Don E. Woodward, D.D.S., M.S.D., Kansas City, Mo., "The Dental Assistant's Opportunity" by Fred A. Richmond, D.D.S., F.A.C.D., Kansas City, Kansas, Secretary of the Kansas State Dental Association, "Collections" by D. C. Thacker, Wichita, Kansas, Manager of the Collection Department Wichita Retail Credit Association.

Tuesday, April 23rd—

The day was started with a breakfast at 7:30 at the "Wageon's Guest House." The hours from 9:00 to 11:00 were devoted to a round table discussion. Papers were read and discussed as follows: "Secretarial Duties of a Dental Assistant" by Carol Briscoe, Topeka. Discussor, Rosann McKittrick, Wichita. "The Proper Care and Preparation of Hypodermic Equipment," by Maude Edwards, Wichita. Discussor, Jo Cramer, Topeka. "We—Ourselves" by Alice Davis, Hiawatha. Discussor, Linda Funk, Hillsboro. "Child Management" by Della Mason, Salina. Discussor, Jayne Marak, Wichita. "Development of X-Rays" by Rosann McKittrick, Wichita. Discussor, Teresa Schmidt, Wichita. "The Gold Foil Filling from the Assistant's Standpoint" by Julia B. Stone, Topeka. Discussor, Nelle Mitchell, Hutchinson. "What Is My Job?" by Walter T. McFall, D.D.S., Atlanta, Ga., Secretary-Treasurer American Society for the Promotion of Dentistry for Children. In the afternoon a "Demonstration of the Technique Used With Deaf Children" was given by Elizabeth Barnes, Webster School, Wichita. Discussion, C. E. Strange, Principal of Webster School. "The Voice From the Land of Silence" by Rev. E. C. Sibberson, Topeka, Kansas. Followed by the Annual Business Session and Election of Officers and delegate's report of the "Tenth Annual Convention of the American Dental Assistants Association, held in St. Paul, Minn., August 6th to 10th, 1934" by Julia B. Stone, Topeka. The election of officers was as follows: President, Gladys Farney, Hutchinson; President-Elect, Carol Briscoe, Topeka; Secretary, Jo Cramer, Topeka; Treasurer, Alice Davis, Hiawatha; Delegate to the American Dental Assistants Meeting in New Orleans, Maude Edwards, Wichita.

Wednesday, April 24th—

The morning was devoted to Table Clinics: "The First Visit of the Child Patient" by Kathryn Anderson, Wichita; "The Proper Care and Preparation of Hypodermic Equipment" by Maude Edwards, Wichita; "My Reception Room Scrap Book" by Alice Davis, Hiawatha; "Models of Teeth" by Jayne Marak, Wichita; "Miscellaneous" by Nelle Mitchell, Hutchinson; "Gold Foil Pellets" by Julia B. Stone, Topeka; "Creating and Stimulating Child Interest" by Ruth Wright, Wellington.

The "Mary Hawks" Clinic Trophy was awarded to Maude Edwards, Wichita

CALENDAR OF MEETINGS

By VIVIAN C. SHERMAN, 1519 Washington Bldg., Tacoma, Washington

MICHIGAN

Detroit D. A. Society

Meetings discontinued for July and August.

Virginia McCormick, Program Chairman.

OHIO

Cincinnati D. A. Assn.

Meetings discontinued for July and August.

Helen L. Morris, President, 453 Doctors Building.

TENNESSEE

Chattanooga D. A. Assn.

Meetings discontinued for July and August.

Beulah Cline, Chairman, Publicity, 911 Hamilton National Bank Bldg.

Knoxville D. A. Assn.

Meetings discontinued for July and August.

Lucile S. Hodge, President, 401 Medical Arts Building.

Memphis D. A. Assn.

Meeting, July 16, 1935, 6:30 P.M.

Place, Home of Dorothy Aupied.

This will be a picnic meeting, the business to be attended to after the picnic.

Meeting, August 20, 1935, 6:30 P.M.

Place, Home of Ethel Whitenton.

This will also be a picnic meeting.

Lucille Reed, Program Chairman, 808 Exchange Building.

WISCONSIN

Southern Wisconsin D. A. Assn.

Meetings discontinued for July and August.

Olga E. Kumm, Chairman, Publicity, 503 State Street, Madison, Wisconsin.

WASHINGTON

Tacoma D. A. Society

Meeting, August 7, 1935, 6:00 P.M.

Place, American Lake.

Annual Picnic.

Catherine Churchill, Chairman, Publicity, 1005 Rust Building.

IMPORTANT NOTICE TO ALL SOCIETIES

Data for this column **MUST** be in the hands of Vivian Sherman for our next issues by the following dates: **September-October issue by August 15th; November-December issue by October 15th.** Many societies repeatedly send material too late to get it ready and in the hands of the Editor on time. We believe that the societies desire to let their co-workers know what they are doing, and we desire to publish complete data for each, but **WE MUST HAVE THE MATERIAL WHEN SPECIFIED. PLEASE TAKE NOTE,** it will be appreciated.

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ONCE each year the good business man carefully takes stock. As he goes over his stock he finds unwise purchases which have to be thrown out because they are out of style, shopworn, or of poor quality. He finds other items which have sold well and given good satisfaction, and should be purchased in greater quantities next time. He discovers that certain methods of merchandising have proved successful and certain others have proved failures and must be abandoned. When all the stock taking is done and the resulting figures have been set down in black and white, he calls a conference of his associates and together they draw from the facts before them certain definite conclusions and make definite policies for the coming year. A good business man profits alike from his failures and successes, so why shouldn't we as Dental Assistants take stock, and see if we are climbing steadily toward the top of the proverbial ladder, or if we are slowly and surely on that down hill road called Failure.

Who is it who does not want to succeed? First, for the pleasure and security it brings to oneself, and second, for the respect and admiration it brings from one's friends. We of course, can take stock of ourselves in many ways, but not here. Let us only see if we can balance the budget of the professional side of our lives. Being a Dental Assistant is after all, a profession within itself, isn't it? The term and position as Dental Assistant should by no means be treated lightly. There is implied a great obligation and an opportunity for service not only for your employer, but for the community in which you live.

First, let me ask you this question. Have you chosen this vocation because you enjoy it? If you do not enjoy it I fear that much of the work goes undone, because we only do well that which we love to do. Are you always ready to act in a positive manner whenever and wherever your services are needed? What progress have you made during the past year in becoming proficient? Are you increasing in your knowledge of laboratory work, of radiography technique, and assistance at the chair? Do you have your mind so concentrated on the work at hand that your mind and that of the operator's is as one, as to the location and proper time and use of all instruments? Have you so applied yourself to your work, that you are so familiar with your employer's methods and techniques you can anticipate his needs and wants in advance of every operation? Through your foresight and integrity, are you instilling in your employer a confidence that means so much to have? Is he more and more depending on you to look after the numerous details that arise every day, which will leave his time free for real productive work which will increase the income of the office? Do you do every phase of your work with the same exacting precision today as you did the first day of your employment? Do you take advantage of every possible opportunity to attend all clinics and lectures? Do you attend your local society meetings regularly and get from them the many valuable things that add to the efficiency of your work? Do you read the "Dental Assistant" as well as the many other dental magazines that come to your office, and take advantage of hints and suggestions and apply them to your work?

If you are falling short of any of these things I have mentioned, then you have missed the calling which the name Dental Assistant implies and merits. Let us all, as Dental Assistants, take stock, find our weaknesses and strengthen them, find our strengths and make them stronger.

By Edna Mae Kelley, Chattanooga, Tennessee, given before the Tennessee State Dental Assistants' Association, Nashville, Tennessee, May 15, 1935



This Symbol Should Mean Much to You

You will find it in dental operating rooms and laboratories wherever dentistry is practiced — on dental operating chairs, units, instruments, cements, porcelains, amalgam alloys, precious metals, numerous appliances; in fact, on almost everything used in a dental operating room and laboratory.

It is on instruments perhaps that it will mean most to you. Not very long ago an eminent dentist while speaking to a group of fellow practitioners said, "To find a new instrument which will enable us to do easily what we could never do before does as much good as acquiring some coveted old book, some rare bit of china, or a valuable print—it enriches our practice. Here is such an instrument—an S. S. White Tarno No. 1. I do not hesitate to call it perfect. Note the poise of the whole instrument, the angles at which the blades leave the shaft, the tapering end, the beautiful finish, so that it is a delight to handle. There is a touch of genius in its shapeliness. Here is the quest accomplished."

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The control of caries depends upon eternal vigilance and the cooperation with the profession of a public made aware of the serious consequences of neglect. Effective and safe methods for maintaining cleanliness of the teeth are no small part of the essential means. The scientific quality of a dentifrice, therefore, is a professional problem of the greatest importance.

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